

# PHA Plans

## Streamlined Annual Version

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**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian  
Housing

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced the f-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## Streamlined Annual PHA Plan for Fiscal Year: 2008

### PHA Name: County Commissioners of Charles County, Maryland

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** County Commissioners of Charles County, Maryland

**PHA Number:** MD024

**PHA Fiscal Year Beginning:** 07/2008

### PHA Program Administered

☐ Public Housing and Section 8

☒ Section 8 Only

☐ Public Housing Only

Number of public housing units:

Number of S8 units: 908 in ACC

Number of public housing units:

Number of S8 units:

### PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### PHA Plan Contact Information:

Name: Margaret E. Cheseldine, Director, Department of Community Services Phone: 301-934-9305

TDD: MD Relay Service: 1-800-735-2258

Email(if available): [cheseldm@charlescounty.org](mailto:cheseldm@charlescounty.org)

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

☒ PHA's main administrative office

☐ PHA's development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.

☒ Yes

☐ No

If yes, select all that apply:

☒ Main administrative office of the PHA

☐ PHA development management offices

☐ Main administrative office of the local, county or State government

☐ Public library ☒ PHA website

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main administrative office of the PHA

☐ PHA development management offices

☒ Other (list below)

☒ website

Streamlined Annual PHA Plan  
Fiscal Year 2008  
[24 CFR Part 903.12©)]

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[24 CFR Part 903.7®)]

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**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations:**  
**Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

**For PHAs Applying for Formula Capital Fund Program (CFP) Grants:**

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL &SF-LLLa, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

N/A: Charles County's voucher program is tenant-based only.

**2. Capital Improvement Needs**

N/A: Charles County's voucher program is tenant-based only.

**3. Section 8 Tenant Based Assistance -- Section 8(y) Homeownership Program**

(if applicable) [24 CFR Part 903.12©), 903.7(k)(1)(I)]

1. ☒ Yes      ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to next component; if "yes", complete each program description below (copy and complete questions for each program identified.))

2. Program Description:

a. Size of Program

- ☒ Yes      ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? **50**

b. PHA-established eligibility criteria

- ☒ Yes      ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria:

1. Previous Voucher participation success

In order to be eligible for Section 8 homeownership, families must have at least one year of successful Housing Choice Voucher participation in Charles County or five years of successful Housing Choice Voucher Homeownership participation anywhere.

For previous Rental Voucher participation to be determined "successful," the family must:

- 1] be a Tenant in Good Standing;
- 2] have paid their share of the contract rent on time every month, and;
- 3] be current in utility payments.

For previous homeownership participation to be determined "successful," the family must:

- 1] demonstrate that it is not in default on the current mortgage;
- 2] have paid its share of the mortgage every month on time;
- 3] be current in utility payments, and;
- 4] demonstrate that it has adequately maintained the existing home.

## 2. Term limits

A homeownership voucher will be issued for a maximum of 120 days. If a participant is under lease under the Housing Choice Voucher rental program when issued their homeownership voucher and they are unable to purchase a home within the 120 days, their homeownership voucher will expire and they must reapply for the homeownership program. However, they will remain an active participant of the Housing Choice Voucher rental program.

If a person is issued a homeownership voucher and they are not under lease in the Housing Choice Voucher rental program, they will have the maximum voucher term of 120 days to either purchase a home, or, find a rental unit in order to remain an active participant under the Housing Choice Voucher Program. If a person does not purchase a home or does not enter into a rental contract within the 120 day voucher term, they will no longer be eligible for any assistance under the Housing Choice Voucher Program.

## 3. On-going inspections

After the inspections required before purchase are completed, the housing authority will not perform routine home inspections for homeownership participants; however, inspections based on community complaints (or participant requests) will be conducted.

If inspections occur and deficiencies are noted, the family will be required to make repairs consistent with the Housing Choice Voucher Housing Quality Standards requirements. Failure to address deficiencies will be subject to sanctions (potential loss of assistance) consistent with the rental program requirements.

c. What actions will the PHA undertake to implement the program this year (list)?

- continue outreach and public education
- identify eligible families
- research new financing options in order to increase chances for homeownership success

## 3. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☒ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources.
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- ☒ Demonstrating that it has other relevant experience (list experience below):

Within the last 24 months, three Housing Choice Voucher participants have become homeowners under the Homeownership Program. Two other participants have been approved for the program and are actively searching for homes to purchase.

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

☐ Yes ☒ No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:  
  
☐ low utilization rate for vouchers due to lack of suitable rental units  
☐ access to neighborhoods outside of high poverty areas  
☐ other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

#### **5. PHA Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: State of Maryland
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)  
☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)  
☐ Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the PHA plan. The State’s overall housing and community development goals include “expanding the supply of decent affordable housing”. Renters may pay excessive rent that puts them in danger of homelessness. The PHA Plan and State Plan strategy include “work to expand rental assistance available to low income households. This will include applying for Section 8 Vouchers, as well as using the State’s own RAP program to provide temporary rental assistance to needy households.”

## **6. Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
n/a	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans,</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
n/a	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
n/a	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
n/a	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
n/a	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Public housing rent determination policies, including the method for setting public housing flat rents. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
n/a	Schedule of flat rents offered at each public housing development. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ■ Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
n/a	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance

n/a	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
n/a	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types ■ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
n/a	Public housing grievance procedures Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. ■ Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
n/a	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
n/a	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
n/a	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 26 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
n/a	Public Housing Community Service Policy/Programs Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
n/a	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
n/a	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
n/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
n/a	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
n/a	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
n/a	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations



**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

N/A: Charles County's voucher program is tenant-based only.

**8. Capital Fund Program Five-Year Action Plan**

N/A: Charles County's voucher program is tenant-based only.

**The Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA)**

As is required under the Violence Against Women Act, the Charles County Housing Choice Voucher Program notifies tenants and landlords of their rights and responsibilities under VAWA. Incidents or threats of abuse relating to domestic violence, dating violence, or stalking are not grounds for denial of admission and are not grounds for termination of assistance or termination of a lease agreement. Exceptions are as noted in law. All notices of denial or termination of assistance for conduct which may be related to a domestic violence situation include information on protection afforded under the VAWA and appeal instructions. Additionally, HUD-50066 is sent with notices so that persons may assert their right to VAWA protections.

Applicants and participants who are victims of domestic violence, dating violence, or stalking may be referred to a large network of local social service agencies providing support to individuals and families, including children. Together, such agencies provide services including counseling, referrals, cash assistance, emergency housing, and medical assistance. Local service providers include: The Charles County Department of Social Services, Catholic Charities, Center for Abused Persons, Charles County Children's Aid Society, Center for Children, Robert J. Fuller House, and the Charles County Health Department